



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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You are hereby summoned to the Aldingbourne Parish Council Full Council ordinary meeting to be held on Tuesday 1 November 2022 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence
To receive apologies for absence.
2. Declarations of Interest
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.
3. Co-option of New Councillor
4. Public Participation
The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.
5. Refresher GDPR Training
To read Data Protection Policy (attached)
To read IT Security Policy for Councillors (attached)
6. Approval of Minutes of Previous Full Council Meeting – 4 October 2022 (attached)
7. Matters arising from the previous meeting – see update on Action items listing 4 October 2022 (attached)
 - Tree work ACSC – Contractor confirmed acceptance of work – paperwork to ADC in hand – work to commence approximately 6 weeks depending on outcome to planning application.
8. Chair's Actions
9. To Note Planning Minutes for meeting held on 11 October 2022 – (previously circulated)
10. Aldingbourne Community Sports Centre

To receive an update report from the APC representative.

11. County and District Councillor Reports/PCSO Report:-

- a) To receive a report from the County Councillor
- b) To receive a report from District Councillor(s)
- c) To receive a report from the PCSO

12. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- a) Allotments – To agree new charges for 2023/2024.
- b) Footpaths Working Group – Clerk chased WSCC regarding Footpath 299 – no response.
- c) Arun District Association of Local Councils (ADALC) – AGM 27.10.22 – circulated to Cllr Warden 11.10.22.
- d) APC/ACSC Development Working Party – **NEW DATE TO BE AGREED AS A MATTER OF URGENCY.**
- e) SSWP - Street Scene Working Party.
- f) West Sussex Association of Local Councils (WSALC) – Minutes of Board Meeting 13.10.22 attached and notes of WSALC Chairmans Forum from Cllr Warden dated 10.11.22.
- g) Arun Joint Action Group (AJAG)
- h) Elected Representatives Forum (ERF)
- i) Media & Communication Working Party

13. Correspondence/Consultations

To note the receipt of the any correspondence.

- National Highways – A27 Arundel Bypass update – circulated 24.10.22
- E-mail received from ADC regarding up-date on Play Equipment Inspections – circulated to Cllrs Warden & Harbord 24.10.22.
- Recycle Week 2022 – Information from WSCC circulated 13.10.22 – details also put on website and Facebook Page.
- WSCC Highways, transport and planning newsletter – circulated 13.10.22 – details also put on website and Facebook Page.
- SDNPA October 2022 newsletter – circulated 13.10.22.
- Fandango Facebook report to 10.10.22 – circulated 11.10.22
- Mulberry Training Programme for local councils – circulated 06.10.2.
- NALC Chief Executive's Bulletin – circulated 03.10.22.
- South Downs West Sussex Parish Workshop 18.10.22 – circulated 04.10.22.
- NALC Events – circulated 04.10.22.
- FOI survey received from Mr Jan Cosgrove – completed and submitted 10.10.22.
- E-mail received from Rialtas advising sale of company to Harris Computer Corporation – circulated 11.10.22.
- Communities, Highways and Environment Scrutiny Committee notification – circulated 24.10.22.

14. Finance

- a. To note minutes of Finance Meeting 18.10.22 and to approve the recommendations as follows:-
 - i. To agree Precept for 2023/2024.

- ii. To agree Business Plan for 2023-2026.
 - iii. To agree list of Service Level Agreements for 2023/2024.
 - iv. To agree review of Insurance.
 - v. To agree the Risk Management Assessment Register
 - vi. To note the current reserves.
 - vii. To note budget monitoring report to 30.09.22.
- b. Payments – please see attached payment list for October 2022.
 - c. To note Interim Audit Report dated 25.10.22 and discuss recommendations.
 - d. To note briefing note from Processmatters2 on the website management software upgrade – circulated 20.10.22.
 - e. To agree Data Protection Officer Agreement 01.10.22 – 30.09.23.
15. Any other business for information: – Items for inclusion on the next agenda.
16. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.
17. To note the next Full Council meeting will be held on 6 December 2022